

1040

Date: _____

From: _____ Department Head/Division Officer
To: Commanding Officer, Naval Station Norfolk
Via: Command Career Counselor

Subj: NOMINATION OF DEPARTMENTAL/DIVISIONAL CAREER COUNSELOR

1. _____ is hereby nominated
(Rate) (First Name, MI, Last Name) (SSN)
to serve as Departmental/Divisional Career Counselor.

(Department Head/Division Officer)

FIRST ENDORSEMENT

From: Command Career Counselor
To: Commanding Officer, Naval Station Norfolk

1. Forwarded, recommending approval/disapproval.

(Command Career Counselor Signature)

SECOND ENDORSEMENT

From: Commanding Officer, Naval Station Norfolk
To: _____

(Rate) (First Name, MI, Last Name), (SSN)
Via: (1) Command Career Counselor
(2) Department Head/Division Officer

1. You are hereby appointed as Departmental/Divisional Counselor in accordance with NAVSTANORVAINST 1040.1D. This appointment will remain in effect until terminated in writing or upon your transfer from Naval Station Norfolk.

Executive Officer
By direction

Copy to:
Service Record

Command Career Counselor

Enclosure (2)